



The Virgin Islands Housing Finance Authority is seeking qualified applicants for the following CDBG-DR Grant Funded position:

### **NEW HOUSING & INFRASTRUCTURE PROGRAM MANAGER FOR CDBG-DR**

The New Housing & Infrastructure Program Manager for Disaster Recovery is responsible for assisting with the implementation and administration of the Virgin Islands Housing Finance Authority's (VIHFA) Community Development Block Grant Disaster Recovery (CDBG-DR) New Housing and Infrastructure Construction Programs in accordance with established policies and procedures. The Manager will assist the Public and Affordable Senior Program Manager in coordinating the administration of the New Housing and Infrastructure Program. The Manager will also help support the Public & Affordable Housing Program. The Manager will work closely with the Public & Affordable Senior Housing Manager and Housing program staff, consultants, contractors, and will liaise with grantees, Territorial, and Federal Officials. This is a Territorial Position.

#### **ESSENTIAL FUNCTIONS:**

- ⇒ Performs all tasks necessary to ensure that the implementation of the New Housing and Infrastructure housing program is done effectively, in a timely manner, and in accordance with both the program's policies and procedures, and HUD guidelines.
- ⇒ Evaluates CDBG-DR Project Applications for compliance with all federal and Territorial statutes, rules, regulations, and policies, as well as any lender requirements.
- ⇒ Serves as the primary point of contact for the New Housing and Infrastructure Construction projects with developers, and other external organizations and higher authorities.
- ⇒ Responsible for keeping program participants fully informed of project progress, on track pursuant to agreed plan of action regarding the issues and resolutions.
- ⇒ Reviews payment requests, monthly reports, Davis Bacon, Section 3, and other progress documentation for completeness and timeliness.
- ⇒ Facilitates the providing of technical assistance to developers, and partners, as well as providing information for stakeholders.
- ⇒ Ensures that program milestones are achieved, and deadlines are met, all within budgetary guidelines and constraints.
- ⇒ Assists in the creation and review of program documents, FAQs, and other program materials, and ensures that they are disseminated, as appropriate, to the public, developers, and program participants, and works with the Communications/PR Manager to ensure that the documents are posted on the VIHFA website.
- ⇒ Works closely with other CDBG-DR Staff to ensure efficient administration of the Program.
- ⇒ Participates in Program status and progress meetings with Senior staff, HUD, and consultants.
- ⇒ Assesses program performance, and suggests appropriate changes, as necessary, to maximize participation, efficiency, and productivity.

#### **EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:**

- ⇒ **Education:** Bachelor's Degree from an accredited college or university in Business Administration, Public Administration, Political Science, Architecture, Construction Management, Project Management, or related field preferred.
- ⇒ **Experience:** 2-4 years of program management experience, preferably in affordable and first-time homebuyer programs. Previous experience working in CDBG, CDBG-DR or other federal funding sources, or disaster related housing services, a plus. Previous experience working in real estate development, affordable housing, homeownership programs preferred. Previously experience working with architects and construction managers. General knowledge and understanding of CDBG, CDBG-DR preferred. Equivalent combination of education and experience.

- ⇒ **Knowledge, Skills & Abilities:** The ideal candidate will possess the most desirable combination of training, skills, and experience, as demonstrated in past and current employment history. Desirable competencies for this position include:
- **Analytical Thinking** - Approaching a problem or situation by using a logical, systematic, sequential approach.
  - **Communication Skills** - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills; displays openness to other people's idea and thoughts.
  - **Initiative** - Exhibits resourceful behaviors toward meeting job objectives; anticipates problems, is proactive, and avoids difficulties by planning ahead; displays willingness to assume extra responsibility and challenges; pursues continuing education opportunities that promotes job performance.
  - **Job Expertise** - Demonstrates general knowledge and understanding of CDBG, or CDBG-DR.
  - **Multi-Tasking** - Can handle multiple projects and responsibilities simultaneously; has handled a wide variety of assignments in past and/or current position(s);
  - **Planning** - Acts to align own unit's goals with the strategic direction of the organization; defines tasks and milestones to achieve objectives, while ensuring the optimal use of resources to meet those objectives.
  - **Problem Solving** - Approaches a situation or problem by defining the problem or issue; determines the significance of problem; collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.

**SALARY:**     **\$54,080 - \$68,640** per annum depending upon qualifications.  
CDBG-DR grant funded position.

**APPLICATION INSTRUCTIONS AND PROCEDURES:**

Interested applicants must submit an application, cover letter, resume/vitae and three (3) current professional letters of recommendation. **During the Safer at Home period, application packages will only be accepted electronically at [hr@vihfa.gov](mailto:hr@vihfa.gov).** Signed original documents will be accepted at our Office at a later date. Employment applications can be downloaded from our website at [www.vihfa.gov](http://www.vihfa.gov).

**Deadline for submittal of application package is Thursday, March 18, 2021;** however, this position will remain open until filled. Incomplete application packages will not be considered. Selected candidates will be contacted for interview.

*The Virgin Islands Housing Finance Authority is an Equal Opportunity Employer*